

Notice of Election

FY2008 Automobile Insurance Premium Discount Program

Risk Management & Tort Defense Division Department of Administration

Purpose & General Provisions

The Risk Management & Tort Defense Division (RMTD) offers an auto insurance premium discount of 5% for state agencies and universities that participate in defensive driving training and implement the State Vehicle Use Rule. The discount shall be applied against budgeted premium for auto insurance coverage in FY2009.

Requirements & Documentation

Your agency must do the following during FY2008 to be eligible for the discount in FY2009:

- 1) Sign and return this notice of election form to John Duezabou at RMTD by June 15, 2007.
- 2) Send 5% of employees to defensive driving training sponsored or approved by RMTD. Any state employee driver in a vehicular accident since July 1, 2004, that resulted in a claim must participate in the training. Priority should be given to employees who drive the most miles.
- 3) Require employees to read and sign the vehicle use agreement (attached to the Vehicle Use Rule—<http://rmtd.mt.gov/aboutus/files/vehicleuseruleadopted.pdf>) or a similar agreement developed by your agency. Each agency is responsible to maintain a copy of the agreement in the employee's personnel file or other secure location.

RMTD Responsibilities:

- 1) RMTD will notify your Risk Coordinator of the dates, times, and locations of training sponsored by us during FY2008. The training is free of charge.
- 2) RMTD will maintain a list of all agency employees who have attended defensive driver training sponsored by us and will determine how many agency employees have attended training during FY2008.
- 3) RMTD will notify each agency of approval of the discount by noting 'Discount Approved' or 'Discount Disapproved' on the bottom of this election form by July 1, 2008.
- 4) RMTD will recognize on a case-by-case basis agency participation in other safe driving courses not sponsored by the division. Agencies should consult RMTD prior to enrolling employees in such courses.

Please contact John Duezabou at (406) 444-0195 if you have any questions.

Termination:

An agency may terminate its participation by providing written notice to the Risk Management & Tort Defense Division. The termination is effective as of the date of the written notice.

Notice of Election:

_____ elects to participate in the state Auto Insurance Premium Discount Program.

Agency

Agency Signature

Date

Note: Each state agency will be notified of their eligibility for the discount by July 1, 2008 as indicated below:

☐ **Discount Approved:** _____

☐ **Discount Disapproved:** _____

Comments: